

**FORM  
AD 4349B  
GUIDELINES**

**PROVISIONAL COSTS**

**Line Item 1 - Provider Name:** Please enter provider corporate name.

**Line Item 2 - Program Name:** Please enter the name of the specific PAARP program within your organization.

**Line Item 3 - Provisional Period:** Please enter the dates of the provisional fiscal period.

**Line Item 4 - Projected Direct Salaries:** Direct salaries should be taken from Form A Total Projected Direct Salaries.

**Line Items 5, 6, and 7 - Direct and Jointly Shared Program Expenses:** The expenditures of the PAARP program will include direct expenses of the program and a share of the jointly shared program expenses of the organization and they are listed on lines 5, 6, and 7, Column 1.

**Line Item 5 - Supervision and Support Salaries:** Include on line 5 all supervision and support given to the direct positions in the PAARP program; this should include program supervisors, support organization staff, and other employees who directly support the PAARP program. This line item will normally be an allocation of the share of these expenses which will be charged to the PAARP program.

**Line Item 6 - Services and Supplies:** Include all of the following expenditures: contracts, telephone, postage, office supplies, training, memberships and dues, printing, general insurance, recruiting of families and employees, travel, program supplies, and other expenses necessary to meet the goals of the PAARP program.

**Line Item 7 – Occupancy:** Include maintenance payroll, rent, building interest and depreciation, building insurance, utilities, building maintenance, and equipment expenses.

**Line Item 8 – Subtotal:** Subtotal lines 5, 6, and 7 and enter on line 8, Column 2.

**Line Item 9 – Total Direct Expenses:** Add Lines 4 and 8.

**Line Item 10 - Projected Indirect Expenses:** For information purposes, reflect the percentage of indirect expenses, then enter exact amount in column 2. Each agency will have its own individual percentage of indirect expenses.

**Line Item 11 – Projected Annual PAARP Program Expenditures:** Add Lines 9 and 10. This represents the projected annual PAARP program expenditures before any revenues are subtracted.

**Line Item 12 - Less any Offset Income – Restricted Revenue:** Enter any restricted revenue received to cover the costs of your PAARP program.

**Line Item 13 – Projected Total Annual PAARP Program Expenditures:** Subtract Line 12 from Line 11. This represents the total projected annual PAARP program expenditures after any revenues are subtracted.

**Line Item 14 - Number of Projected Completed Adoptions:** Add Line 15 (adoptive placements) and Line 16 (finalizations) and multiply by .5 (or divide by two).

**Line Item 15 - Number of Projected Adoptive Placements:** This number represents the total number of projected Adoptive Placements for the Provisional Time Period.

**Line Item 16 - Number of Projected Adoptive Finalizations:** This number represents the total number of projected Adoptive Finalizations for the Provisional Time Period.

**Line Item 17 – Projected Average Cost per Adoption:** This line represents the provisional average cost per adoption. This is your Provisional PAARP Rate for claims in the fiscal year recorded on Forms A-E.